

Position Description (Employee)

Gardener

Division	City Services
Business Unit	City Greening & Leisure
Grade/Band	Grade C
Date position description approved	4 February 2021

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

The purpose of this position is to supervise, and mentor Council workers and apprentices to deliver best practice horticulture and landscape services to the community and local stakeholders that are completed in an effective, efficient and safe manner in line with the City's Safe Work Procedures and other service specifications (WHS etc.).

Key accountabilities

- Achieve a high standard of maintenance for Parks, Open Spaces through leading a team of Council employees and as per the Parks and Open Space Services Agreement, continuously improving processes and procedures.
- Use mobile devices to action live work and report on hazards and/or defects in allocated work area/s.
- Successfully apply the skills learnt during training and on the job to ensure innovation, quality and horticultural best practice in all duties.
- Be responsible and look after tools, plant machinery under his/her care.

- Carry out other duties as may be instructed by Management from time to time.
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.
- Contribute to the delivery of Parks Operations Unit objectives.

Key challenges

- Be accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any work activity.
- Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them.
- People skills: empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Identify emerging issues/risks and their implications and propose solutions
Supervisor	<ul style="list-style-type: none"> • Receive information on progress towards business and personal objectives and discuss future directions
Colleagues	<ul style="list-style-type: none"> • Work in conjunction with other park maintenance staff to ensure work is coordinated within timeframes and specifications and that an effective workflow is achieved.
External	
Customers	<ul style="list-style-type: none"> • Provide information • Manage expectations and resolve issues • Promote Council's image by being efficient and courteous to the general public

Key dimensions

Decision making

Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly when required.

Reports to

Area Supervisor

Essential Knowledge, Skills & Experience

- Successful completion of the Horticulture Certificate III in Parks and Gardens or Tertiary and Graduate qualifications in related discipline.
- Experience using computers/ iPads and Microsoft Office applications including Outlook, Word, Excel or other platforms.
- A current NSW recognised Drivers Licence and willing to obtain an MR Class licence
- Demonstrated ability to plan and execute horticultural work tasks, including chemical application.
- Demonstrated communication skills with the ability to effectively liaise with staff, peers and the general public.

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Intermediate
	Demonstrate Accountability	Adept
	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
Relationships	Work Collaboratively	Intermediate
	Communicate and Engage Respectfully	Intermediate
	Community and Customer Focus	Intermediate
	Influence and Negotiate	Intermediate
Results	Deliver Quality Results	Adept
	Create and Innovate	Foundational
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
Resources	Finance	Foundational
	Technology and Information	Adept
	Assets and Tools	Adept
	Procurement and Contracts	Foundational

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones

that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity and Courage	Intermediate	<ul style="list-style-type: none"> • Maintains confidentiality of customer and organisational information • Is open, honest and consistent in words and behaviour • Has the courage to take steps to clarify ethical issues and seeks advice when unsure what to do • Helps others to understand their obligations to follow the code of conduct, legislation and policies • Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest
Personal Attributes Demonstrate Accountability	Adept	<ul style="list-style-type: none"> • Is prepared to make decisions within own level of authority • Takes an active role in managing issues in the team • Coaches team members to take responsibility and follow through • Is committed to safe work practices and manages work health and safety risks • Identifies and manages other risks in the workplace
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
Relationships Influence and negotiate	Intermediate	<ul style="list-style-type: none"> • Builds a network of work contacts across the organisation • Approaches negotiations in the spirit of cooperation • Puts forward a valid argument using facts, knowledge and experience • Asks questions to understand others' interests, needs and concerns • Works with others to generate options that address the main needs and concerns of all parties

Results Think and Solve problems	Adept	<ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
Resources Assets and Tools	Adept	<ul style="list-style-type: none"> • Contributes quality information about council and community assets to asset registers • Prepares accurate asset maintenance and replacement costings in line with council plans and policies • Is aware of asset management risks and actions to manage and mitigate these